

REAL LIFE 101 TEACHER'S GUIDE ONLINE EXCERPTS

INCLUDED ARE EXCERPTS FROM OUR 105 PAGE TEACHER'S GUIDE:

1. TEACHER'S GUIDE SAMPLE FOR "TABLE OF CONTENTS" AND "EPISODE SUMMARIES"
2. TEACHER'S GUIDE SAMPLE FOR "OVERVIEW OF THE CAREER UNIT"
3. TEACHER'S GUIDE SAMPLE FOR "DISCOVER CAREERS THAT FIT YOU"
4. TEACHER'S GUIDE SAMPLE FOR "THE APPLICATION OR COVER LETTER WRITING, RESUME WRITING, AND FOLLOW-UP LETTER WRITING"
5. TEACHER'S GUIDE SAMPLE FOR "KNOWING YOUR RIGHTS ON THE JOB, THE SUCCESSFUL WORKER, W-4 FORMS, AND INTERPRETING A PAYCHECK STUB"

REAL LIFE 101 GUIDE™

TABLE OF CONTENTS

Introduction and Episode Summaries	3
Career Unit Overview	17
Career Unit	18
Overview of Career Unit Internet Sites	20
ICPAC: Discover Careers That Fit You Packet	21
Explanation of Holland Code	27
Career Internet Search Worksheet	30
Newspaper Want Ads Activities	32
Application for Employment	34
The Letter of Application/Cover Letter, including sample	36-38
The Resume, including sample	36-38
The Follow-up Letter, including sample	39
Interviewing Packet	41
Job Shadow Student Question Sheet	48
Job Shadow Student Reflection Sheet	50
Vocational Interest Questionnaire	51
Additional Internet Resource List	52
Now that you have a job, what's next?	53
Bibliography/Resource List	53
Knowing Your Rights on the Job and The Successful Worker	54-56
Filling out a W-4 Form with sample form	57-59
Interpreting Paycheck Stubs	60-62
Personal Finance	63
Personal Finance: Banking Accounts	64-67
How to Reconcile a Checkbook	68-69
Establishing Credit	70-72
Information on a W-2 Form	73
Filling Out a Tax Return with sample forms	74-78
Budgeting Your Income	79-82
Appendix A: Career Areas to Explore and Jobs in Them	83
Appendix B: Is the Military an Option for You?	84
Appendix C: Working in High School	89
Appendix D: Job Shadowing, Internships, etc...	92
Appendix E: Parent Involvement = Student Success	94
Appendix F: Skills You Will Need for the Workplace	99
Excerpts of Advice Given by Guests Interviewed and Hosts	104

REAL LIFE 101 - CAREER EXPLORATION PROGRAM HOSTS:
MAYA BAKKE, JOEY DUNCAN, JOY MALDONADO, ZUBI
MOHAMMED, JEREMY SCOTT, CHRISTINA SILVA, AND MEAGHAN
WESTERVELT.

**WELCOME TO REAL LIFE 101 - THE EXCITING AND
INFORMATIVE PROGRAM THAT STEPS INTO THE LIVES OF
FASCINATING PEOPLE TO SEE WHAT IT'S LIKE TO DO WHAT
THEY DO FOR A LIVING!**

Episode summaries:

Episode 1

Sporting Events Coordinator

FUBU Clothing Designers

Public Information Scientist

Sporting Events Coordinator

Joey tries his hand at basketball when he visits with the coordinator of the Hoop-It-Up 3 on 3 Basketball Tournaments that are sponsored throughout the country. Nine hundred amateur teams participate in any given tournament in forty-four cities across the nation. Numerous tasks go into organizing these events including pulling together referees and volunteers that assist the coordinator, and contacting the local charities the tournaments benefit. Suggestions as to how to become involved in this type of work are given along with a list of other events to coordinate.

Educational level: College Secondary level

recommended classes: communications, physical
fitness/sports, and business related courses.

Related careers: Sports Management, Sports Sales and Promotion, Marketing, and Public Relations.

MediaPro Expanded Career Clusters:

06 Business, Management and Finance

11 Legal, Social and Recreation Services

13 Marketing, Sales and Promotion

FUBU Clothing Designers

Zubi hops a plane to New York City to catch up with the young entrepreneurs of FUBU Clothing. These five men started with a desire to have or create something of their own just for them. They all came from varied backgrounds and levels of education bringing different talents to the business. Their days are long and very busy, as they have had to learn the ins and outs of the clothing industry from the ground up. All agree education is the key to knowledge.

Educational level: College is highly recommended.

Secondary level recommended classes: art, drawing, math, design,
communications and business related classes.

Related careers: Fashion Merchandising, Sales and Promotion, Journalism, Seamstress, Fashion Buyer, Fashion Distributor, Quality Controller, Clothing Inspectors, Public Relations.

MediaPro Expanded Career Clusters:

02 Art, Media and Communications

04 Manufacturing and Processing

06 Business, Management and Finance

13 Marketing, Sales and Promotion

Public Information Scientist Joey travels to Mt. St. Helens in Washington State to the U.S. Geological

Survey of the Cascade Volcano Observatory to visit with a Public Information Scientist. His job is to relay information to the public on the activity surrounding volcanoes. He recaps the events that led up to the 1980 eruption of Mt. St. Helen. He also relays information on earthquake activity and volcano facts. Joey goes into the lab to see what types of equipment and instruments are used to monitor and collect data on earthquakes in the lava dome. Job responsibilities, opportunities, travel requirements and necessary training and education are reviewed.

Education level: College Secondary level
recommended classes: math, science, geology, foreign language, communications, and public speaking.

Related careers: Geologist, Engineering, Forest ranger, Guide, Firefighter, Photographer, Videographer, Seismologist, and Volcanologist.

MedioPro Expanded Career Clusters:

01 Agriculture and Natural Resources

03 Engineering, Science and Technologies

Episode 2

NASA Launch Director

Snake Venom Collector

Firefighter Pilot NASA

Launch Director

Meaghan heads over to NASA at Cape Canaveral, Florida to meet up with the Launch Director for the Shuttle Program. He's the man who decides if ALL SYSTEMS ARE GO or not! She takes a tour of the facility including the control room area, the pulse of NASA. The director reveals what a typical launch day is like from gathering data, technical issues to the exciting count down and BLAST OFF! Educational requirements, employment opportunities, salary and job requirements are discussed as well as what it takes to be an astronaut.

Educational level: College - Engineering fields recommended.
Secondary school recommended classes: math, science, physics, chemistry, technical classes. **Related careers:**

Aeronautics, Aerospace careers, Engineering, Scientists-all fields of study.

MediaPro Expanded Career Clusters:

03 Engineering, Science and Technologies

Snake Venom Collector

Joey interviews a snake handler who has the dangerous job of collecting snake venom for scientific research. He discovers how rare this occupation is and the inherent risks associated with dealing with snakes both of the poisonous and non-poisonous varieties. Employment opportunities are few but available to those who are trained. Educational requirements and salary issues are covered.

Educational level: College - Science and Medical fields recommended.

Secondary school recommended classes: math, science and biology.

Related careers: Medical fields including research, Animal Handler,

Zoologist.

MediaPro Expanded Career Clusters:

03 Engineering, Science and Technologies

09 Health Services

Firefighter Pilot

Joey caught up with a plane firefighter who flies WWII airplanes helping ground crew firefighters by dropping chemicals on forest fires out of control. He learns what the substance is made from and what actually happens when the chemicals hit the fire area. Team- work is the key to this job's success and he gets a chance to talk to some of the people who make it all work. Job requirements, training, employment opportunities and salary are discussed. Educational level: College recommended, Fire Tech training, Pilot's license required.

Secondary school recommended classes: math, science, fitness

Related careers: Firefighter, Airline Pilot, Helicopter Pilot,

Government related occupations with the Dept. of Forestry, and

Dept. of Defense, Pyro Technician.

MediaPro Expanded Career Clusters:

12 Protective Services

14 Transportation

**Additional special segment is featured in this episode on Networking.

Joey offers some real life tips and statistics on how jobs are acquired and the importance of Networking in job hunting.

Episode 3 Nike

Shoe Designer

Paramedic

Marine Scientist

Nike Shoe Designer

Joey flew out to Beaverton, Oregon to Nike Headquarters to see what it's like to design tennis shoes for professional athletes. He discovers that designers actually work firsthand with some of the sports industries most famous players. The designer interviewed discusses his personal background that lead to this fantastic career and what it takes to be a

successful designer. Education and experience required along with salary and job potential are reviewed.

Educational level: College Secondary level

recommended classes: art, graphics, drafting, math,

computer science. Related careers:

Fashion Designer, Fashion Merchandising,

Architect, Engineer.

MediaPro Expanded Career Clusters:

02 Art, Media and Communications

03 Engineering, Science and Technologies

04 Manufacturing and Processing

13 Marketing, Sales and Promotion

Paramedic

Meaghan travels to Boston to ride along with two Paramedics on their shift.

She learns firsthand why many hours worth of training goes into being a

successful Paramedic. The typical day of an 8- hour shift is discussed

along with the difference between working for a private service, verses a

hospital is covered. Required training, employment opportunities and

average salary are described. Educational level:

College recommended, Vocational/Technical Training,

Paramedic/EMT certification Secondary level

recommended classes: math, science, health, first aid, and

communications.

Related careers: Emergency Medical Technician, Policemen,

Firefighter, and Medical related careers.

MediaPro Expanded Career Clusters:

09 Health Services

Marine Scientist

Zubi and guest host, Ally drops in on the Aquarium of the Americas located

in New Orleans, Louisiana. They meet up with a Marine Scientist

responsible for taking care of the Shark Aquarium exhibit and get

experience themselves preparing the daily meal for the animals. Research

and data collecting as well as other aspects of aquatic care are cited. How

to get into the field of marine science, job training requirements and

opportunities and salary are explained.

Educational level: College, ALTAC Sea courses recommended.

Secondary level recommended classes: math, biology, and chemistry

Related careers: Biologist, Zoologist, Veterinarian, and Professional

Diver

MediaPro Expanded Career Clusters:

01 Agriculture and Natural Resources

03 Engineering, Science and Technologies

Episode 4

Naval Explosives Expert

Ride Safety Engineer

Dentist

Naval Explosives Expert

Jeremy hopped on a plane to San Diego where he met up with a group of naval recruits who work with bombs for a living. These men are trained to clear out any explosive matter on land or water, and are often required to dive or parachute into dangerous areas to complete the job. Jeremy has a chance to try on the protective armor and operate a robot helper in a simulated recovery of an explosive device. The US Navy Commander in charge outlines the necessary training requirements as well as salary and job opportunities.

Educational level: College recommended, Naval Military training
Secondary level recommended classes: math, science, physics, scuba diving, ROTC training.

Related careers: Policeman-Explosives Expert, Government related careers i.e. Dept. of Defense Bomb Squad, Professional Diver.

MediaPro Expanded Career Clusters:
03 Engineering, Science and Technologies
12 Protective Services

Ride Safety Engineer

Maya visited with a Ride Safety Engineer Manager atop the Stratosphere Hotel in Las Vegas, Nevada at the height of 1000 feet above the ground! He and his crew are responsible for inspecting all the parts, tracks, and motors of the rides for correct function and safety. Maya follows his typical day and the pros and cons of his job. Background training, job requirements and salary are reviewed.

Educational level: College Secondary level
recommended classes: math, science, physics,
mechanical and technical training.

Related careers: Aircraft Mechanics, Machinist, Mechanical Engineering, and Aircraft Inspector.

MediaPro Expanded Career Clusters:
03 Engineering, Science and Technologies
05 Mechanical Repair and Precision Crafts
07 Building Construction

Dentist

Meaghan takes a trip to the Dentist's office to see what it's like to be on the other side of the drill. She interviews a dentist specializing in General Dentistry covering his typical day of a range of cases, running his own business and looks in on a patient exam. She gets a check-up as well. Over coming the phobia of visiting the dentist is discussed along with the necessary educational requirements, on going training in the field and salary.

Educational level: College Secondary level
recommended classes: math, science, biology, physics,
chemistry, business.

Related careers: Orthodontist, Dental Hygienists, X-Ray Technicians, Medical Doctor, and Medical field related careers.

MediaPro Expanded Career Clusters:
06 Business, Management and Finance
09 Health Services

** Additional special segment is featured in this episode on the American Vocational Association convention. Highlighted are interviews with conference vendors including, Young Entrepreneur Magazine. More information on this publication can be found on our web-site at www.mediakids.com

Episode 5
Helicopter Pilot
NBA Color Analyst/Sports Announcer
Professional Baseball Manager
Helicopter Pilot

Zubi goes up in a helicopter with a TV News Helicopter Pilot on assignment for a station in Orlando, Florida. He gets a bird's eye view of news in the making from high above the city. Suggestions on how to enter the field of piloting is discussed along with the necessary training and certification required. Issues concerning employment opportunities, salary and job qualifications are mentioned as well. Educational level: College recommended, Vocational/Technical training, Pilot's license, Field Certification. Secondary level recommended classes: science, math, journalism, mechanical training.

Related careers: Aviation Mechanic, Airplane Pilot, Military Pilot, Aeronautics, Journalism, Helicopter Paramedic Rescue.

MediaPro Expanded Career Clusters:
02 Art, Media and Communications
05 Mechanical Repair and Precision Crafts
12 Protective Services
14 Transportation

NBA Color Analyst/Sports Announcer

Jack Givins, former NBA player with the Atlanta Hawks offers great advice to all aspiring young athletes. He continued his love of sports after retiring from the game by becoming a Sports Color Analyst with the Orlando Magic. He reports on what's happening in the game and why from the technical point of view. In this segment, information is given on other sports related careers, job opportunities, and the need for education.

Educational level: College Secondary level
recommended classes: journalism, TV/Radio production, sports/physical education, and communications/speech.

Related careers: Sports Administration, Sports Medicine, Public Speaking, TV/Radio Production, Journalism, Reporter, and Production Assistant.

MediaPro Expanded Career Clusters:
02 Art, Media and Communications
11 Legal, Social and Recreation Services

Professional Baseball Manager

Joey dropped in to see the Manager for the Norwich Navigators, an AA Baseball team in Norwich, Connecticut. Here he trains young ball players for the move up to the major leagues with the New York Yankees. His typical day as well as the pros and cons of the job are discussed along with how one gets into the business of professional baseball and salary ranges.

Educational level: College Secondary level

recommended classes: general college preparation, sports and physical fitness, health, business classes.

Related careers: Sports related careers; cameraman, vendor, promotions, announcer, merchandise manager, equipment manager, trainer, and team mascot.

MediaPro Expanded Career Clusters:

08 Educational Services 11 Legal, Social and Recreation Services

**Additional Special Segment is featured on this episode on Money Management. Highlighted are banking skills, checkbook use and management, and using an ATM.

Episode 6 National

Parks Guide

Hair Stylist

Animal Trainer

National Parks Guide

Joey travels out to the border of Nevada and Arizona to take a tour of the Hoover Dam and visit with a Dam Guide. He discovers what personal skills and training go into being a successful guide. Good memorization skills and being able to speak in front of large groups of people are keys to success in this interesting job.

Educational level: Field training

Secondary level recommended classes: Public speaking, communications, and foreign languages. **Related careers:**

Motivational Speaker, Politician, Teacher, and

Public Speaker.

MediaPro Expanded Career Clusters;

08 Educational Services 11 Legal, Social and Recreational Services

Hair Stylist

Joey drops in on Serenity Salon and Day Spa to see what it's like to cut and style hair for a living. Being creative and helping people feel better about themselves make this job a real plus. Joey, himself gets a make over in the process. New trends in the industry towards day spas and wellness centers are discussed as well as salary expectations and what a typical day might entail.

Educational level: Vocational/Technical training in Cosmetology areas, State licensing required.

Secondary level recommended classes: general secondary course requirements, business classes.

Related careers: Cosmetologist, Nail Tech, Message Therapist, Aestheticians, Spa Owner/Manager.

MediaPro Expanded Career Clusters:
06 Business, Management and Finance
10 Personal and Commercial Services

Animal Trainer

Maya and Jeremy went by to see the Head Trainer at Amazing Animals Teaching Zoo, a training zoo for animals hired for TV and the movies. They watched exotic animals perform tasks and tricks using props. Some of the animals observed are African lion, North American black bear, Bengal tiger, hawk, chimpanzee, and mountain lion or cougar. They learn that the animal training industry is one that is growing due to the appeal of animals and the fact that in every 3 to 4 commercials on TV today feature an animal of some sort. Many trainers at the Teaching Zoo are there to learn and move on to other careers working with animals, such as zoological and animals of hire jobs. Educational level: College,

Specialized training at the Amazing Animals Teaching Zoo. Secondary level recommended classes: biology, psychology, and communications.

Related careers: Zoologist, Psychologist, Animal Behaviorist, Zoo Handler, Veterinarian, Vet Tech, Teacher, Park Ranger, Circus Animal Trainer, and TV/Movie Industry related careers.

MediaPro Expanded Career Clusters:
01 Agriculture and Natural Resources
08 Educational Services
09 Health Services

Episode 7

Fashion Designer

Special Effects Artist

Interior Designer

Fashion Designer

Maya and Meaghan hung out with three self-made designers of EDMC Clothing. These young entrepreneurs started their business from scratch with only some college background. They have learned the business from the ground up, from making a garment to marketing, retail sales and the nature of the competition in the trade. Their advice is invaluable to any young person beginning to discover their own career interests.

Educational level: College recommended.

Secondary level recommended classes: art, design, and business.

Related careers: Fashion merchandising, Modeling, Magazine and Catalog Publications, Professional Artist.

MediaPro Expanded Career Clusters:
02 Art, Media and Communications

04 Manufacturing and Processing
06 Business, Management and Finance
13 Marketing, Sales and Promotion

Special Effects Artist

Maya and Meaghan stop by to see a professional make-up artist at the Joe Blasso Make-up Artist Training School in Orlando, Florida. Here artists are being trained in the unique technical craft of TV and movie make-up, from stage make-up to full-blown body suits and make-up worn by creature and monsters. This demanding job requires the artist to not only be talented at applying make-up but also work through a process of making body casts, clay molds, and molded foam to create the necessary parts of an individual to build the look of the character. Information is shared about how to get involved in this exciting career, as well as necessary training, and expected income.

Educational level: Specialized training program at the featured training center, College recommended, and experience at college film departments is a plus. Secondary level recommended classes: art, sculpture, painting, theater arts, and TV/film production.

Related careers: Costume Designer, Professional Artist, Cosmetologist, Television and Movie Industry related careers.

MediaPro Expanded Career Clusters:

02 Art, Media and Communications
10 Personal and Communications

Interior Designer Meaghan interviews an

interior designer who owns her own business and specializes in decorating model homes for contract builders. She has control of all aspects of the physical setting of the home from tile, fixtures, paint, and carpet to the furniture and accessories needed to complete the style desired. Elements of design are discussed as well as job qualifications, income potential and educational requirements.

Recommendations are made as to how to get involved in the business at an entry level.

Educational level: College

Secondary level recommended classes: art, design, drawing,

communications, math and business. **Related careers:**

Realtor, Building Contractor, Architect, Fashion Designer, and Painter.

MediaPro Expanded Career Clusters:

02 Art, Media and Communications
06 Business, Management and Finance
07 Building and Construction 13
Marketing, Sales and Promotion

Episode 8

Whitewater Rafting Instructor/Guide
Motorcycle Mechanic

Firefighter

Whitewater Rafting Instructor/Guide

Jeremy and Joey travel to the mountains of No. Carolina to catch up with a river raft guide on the Nantahala River, a class 2-3 river. There they learn what it takes to get into the career of being a river guide. Personal experiences of the guide interviewed are featured. The requirements of the job as well as the education and training needed, employment opportunities and salary information are highlighted.

Educational level: field certified instructor/guide Secondary school recommended classes: history, geology, foreign

language, first aid, and business related classes. Related careers: Parks and Recreation services, Forestry Dept. services.

MediaPro Expanded Career Clusters:

01 Agriculture and Natural Resources

10 Personal and Commercial Services

11 Legal, Social and Recreational Services

Motorcycle Mechanic Meaghan visits with a Harley Davidson motorcycle mechanic. She learns what it takes to be a trained mechanic including a year-long program offered by Harley Davidson at the Motorcycle Mechanics Institute. Pros and cons of the job are discussed including one of the biggest plusses being test-driving some really awesome bikes. Employment opportunities, educational training, job requirements and salary is reviewed.

Educational level: vocational technical school-mechanics, field certified Secondary school recommended classes: math, science, auto mechanics

Related careers: Auto Mechanic, Airplane Mechanic, Electrician, Plumber, Carpenter, Helicopter Mechanic, and Computer Repair, Building Contractor.

MediaPro Expanded Career Clusters: 05 Mechanical Repair and Precision Crafts

Firefighter

Guest host, Jewel, takes a tour of the firehouse with the Fire Captain who shares his own personal experiences on becoming a fireman. The type of personality needed for this demanding job both physically and mentally is discussed. The typical day in the firehouse on a routine shift including the duties of team members is highlighted. Employment opportunities, salary, educational and job requirements are featured.

Educational level: College recommended, Fire Tech Training Program Secondary school recommended classes: math, science, health, and

fitness. Related careers: Paramedic, EMT, Plane Firefighter, and Arson Detective.

MediaPro Expanded Career Clusters:

12 Protective Services **Episode 9**

Photo Journalist
Stereo Technician
Police Officer
Photo Journalist

Zubi heads out to San Diego to interview a news-photo journalist with the San Diego Union Tribune newspaper. The characteristics of the job, training required and average earnings are discussed. Zubi gets a chance to ride along on an assignment and gets involved with the event itself. He gets a first hand look at the real life of a journalist and how in touch they are with the people and events they are covering.

Educational level: College Secondary level
recommended classes: journalism, school newspaper, yearbook, photography, communications, and creative writing.

[Related careers: Journalism, Professional Photographer, TV Production, Production Assistant or Researcher, Reporter.](#)

MediaPro Expanded Career Clusters: 02 Art, Media and Communications 03 Engineering, Science and Technologies

Stereo Technician

Jeremy spends some time with a stereo technician. This highly competitive business requires specific technical training if you want to be successful.

Technical school is a must, with electronics training being the major emphasis. Multimedia is the new direction of the business so as much experience as you can get the better. Owning your own business is ideal but requires a highly motivated individual. Educational

level: College - business training, Community College, Vocational/Technical training in electronics and multimedia. Secondary level recommended classes: math, business classes, physics-acoustics, Radio/TV production, and electronics.

[Related Careers: Electronics Assembler, Electronics Technician, and Radio/TV Service Technician, Sound Engineer](#)

MediaPro Expanded Career Clusters: 03
Engineering, Science and Technologies 05
Mechanical Repair and Precision Crafts 06
Business, Management and Finance

Police Officer

Joy takes a ride along with a policewoman. She discovers it takes the right personality for this career. Officer trainees go through 16 weeks of police academy training along with a required 12-week field-training program. A tour of the facility and the jail lock up area is included. A description of daily duties and what it takes to advance in the ranks is discussed.

Education is emphasized.

Educational level: Police Academy training, College recommended.

Secondary level recommended classes: high school graduation requirements.

**Related careers: Detective, Security guard, Firefighter, Paramedic,
and Government Civil Service careers. MediaPro**
Expanded Career Clusters: 12 Protective Services

Episode 10
Professional Chef
Tool Salesman
Cartoonist
Professional Chef

Joey went by to see a chef at Dexter's Restaurant in Orlando, Florida. Here he discovers being a chef is definitely not a nine to five job. A typical day for a chef can involve menu planning, shopping for ingredients, cooking, traveling, and meeting with staff, customers and vendors. The hours can be long and at times stressful, but also allow for being creative in your work and having a little fun along the way. Joey gets a chance to try his hand in the kitchen and cooks up a real treat. Necessary training and average income is discussed. Educational level: School for the Culinary Arts recommended, and restaurant kitchen experience. Secondary level recommended classes: science, math, cooking, and foreign language. **Related careers:**

**Restaurant owner, Cooking Instructor, Nutritionist,
Dietitian, Caterer. MediaPro**

Expanded Career Clusters: 06
Business, Management and Finance 10
Personal and Commercial Services
Tool Salesman

Meaghan rides along with a mobile tool distributor who owns his own franchise business. His job consists of selling tools and equipment to professional technicians such as auto mechanics, industrial technicians, independent auto shops, and car dealerships. His truck is his office on wheels where he works on a commission basis. In starting his own business it was necessary to acquire his clientele along with some assistance from the Franchise Company. The pros and cons of running your own business are discussed, along with income range and training needed.

Educational level: Vocational /Technical training. Secondary level recommended classes: math, business-related classes, and auto mechanics.

Related Careers: Auto Mechanic, Aircraft Mechanic, Motorcycle Mechanic, Helicopter Mechanic, Tool Repairman, Small Business Owner, Sales and Promotion.
Cartoonist

Meaghan interviews a professional cartoonist for a newspaper. While this career involves being creative and having fun drawing for a living it also has it's share of stress meeting deadlines and keeping the interest of the

readers. Constant drawing to strive to improve one's skills is the key to a cartoonist's success in this competitive field. How to get started in this career, training and average earnings are discussed.

Educational level: College Secondary level
recommended classes: art, drawing, journalism, school

newspaper, and business related classes. [Related careers: Professional Artist, Writer, Magazine or Newspaper Journalist.](#)

MediaPro Expanded Career Clusters:

02 Art, Media and Communications

**Additional special segment is featured in this episode on street interviews conducted with people in various cities across the nation. Maya, Jeremy and Joey travel to the Grand Ole Opry in Nashville, Tennessee, Orlando, Florida and the Plaza Hotel in New York City, New York to get real life impressions of what different people do for a living.

Episode 11

Recreational Entrepreneur

Organic Biologist

Zoologist

Recreational Entrepreneur

Meaghan travels to Red Rocks Canyon in Nevada to visit with a rock-climbing instructor. Three young men with different talents and backgrounds have started their own business designing a rock climbing training facility. Here they teach others to use proper equipment and technique to scale the Canyon walls. Aspects of the business, qualifications and average income are discussed. After beginning her training indoors at the gym, Meaghan braves the Canyon's ledges to successfully make her first climb.

Educational level: Field trained, College recommended: Engineering, if interested in design of training facilities, Business, if interested in owning the business itself, Vocational/Technical training if interested in actual construction of the training facilities. Secondary level recommended classes: physical fitness, math, drafting and design classes.

[Related careers: Engineering, Sports Trainer, Recreational Guide.](#)

MediaPro Expanded Career Clusters:

06 Business, Management and Finance

11 Legal, Social and Recreation Services

Organic Biologist

Maya visits with a worm farmer who believes worms have more functions than just for fish bait. He raises worms for the organic food industry, which has a large growing trend in the U.S. today. His typical day consists of taking orders from computer sales from organic farmers to working the experimental area worm beds. Worm facts are discussed but more importantly the pros and cons of this type of job are covered from training

to income gains made in the first few years in the business. * This career is also referred to as a vermitechologist in some contexts.

Educational level: College Secondary level

recommended classes: science math, biology,

microbiology, agronomy (the science of agriculture). [Related careers: Organic Foods Farmer, Biologist, Microbiologist, and Agronomist.](#)

MediaPro Expanded Career Clusters:

01 Agriculture and Natural Resources

03 Engineering, Science and Technologies

Zoologist Jeremy travels to California to

spend the day with a zoo handler at the San

Diego Zoo. The biggest plus of this job is the beautiful outdoor surroundings. Not only does a zoo handler get the opportunity to work with the animals, but they also get the chance to work at many aspects of the zoo in their training program. This gives them the insight into what it takes to run a successful facility for the animals and visitors to the park. A typical day for the handler involves food preparation and feeding the animals as well as using keen observation skills to monitor any changes in their behavior and/or appearance and recording data. Necessary educational training and income are discussed.

Educational level: College Secondary level

recommended classes: math, science, biology, and

psychology. [Related careers:](#)

[Psychologist, Animal Trainer, Veterinarian, Vet Tech, and Animal Behaviorist.](#)

MediaPro Expanded Career Clusters:

01 Agriculture and Natural Resources

09 Health Services 11 Legal, Social and
Recreation Services

Episode 12

Lego Sculpture Designer

Pyro-technician

Personal Trainer

Lego Sculpture Designer

Joey travels to Lego Headquarters in Enfield, Connecticut to meet up with three Lego Sculpture Designers. These designers construct giant models used in store displays throughout the nation. A person with a good 3-dimensional sense is a necessity. All models are non-motorized and all parts must move on their own. A typical day will vary between design and actual construction of a particular model, traveling to promotion locations or participating in a commercial shoot. Background training and job requirements are discussed.

Educational level: College

Secondary level recommended classes: drafting, computer science, drawing, art classes using 3-dimensional concepts, math.

**Related Careers: Architecture, Drafting, Computer Graphics,
Advertising, Industrial Architecture.**

MediaPro Expanded Career Clusters:

02 Art, Media and Communications

03 Engineering, Science and Technologies

Pyro-technician Joey went by to see a pyro-technician setting up a fireworks display. He

learns how technical putting art up in the sky truly is and how much preparation time it takes for even a short display. Discovered is how costly a firework display is, running \$600,000 for a 22-minute program to \$1000 per minute! Operation of the control board, and safety features of the equipment are discussed. Background training and qualifications of a technician as well as how to get started in the business is covered.

Educational level: College, and on the job training with a fireworks company is recommended. Secondary level recommended classes: math, science, chemistry and electronics.

Related careers: Chemical Engineer, Electrical Engineer, careers in the Electronics industry, Explosives Expert with the Government or local Police Force.

MediaPro Expanded Career Clusters:

03 Engineering, Science and Technologies

11 Legal, Social and Recreation Services

12 Protective Services

Personal Trainer

Meaghan discovers what being a personal trainer and helping people to get into shape is all about when she visits a local gym. A background in the medical field or health services is a definite plus for a trainer. The typical day consists of sixteen to seventeen hours in the gym working with clients as well as personal nutrition and relaxation breaks. Training and certification in the field is mandatory and the salary offers many benefits. Educational level: College recommended, Field Certification is required. Secondary level recommended classes: science: biology, anatomy and physiology, health and fitness.

Related careers: Nutritionist, Dietician, Professional Bodybuilder, Pro- Athlete, Sports Medicine, Nursing.

MediaPro Expanded Career Clusters:

08 Educational Services

09 Health Services 11 Legal, Social and
Recreational Services

Episode 13

Underwater Welder

Exterminator

Lifeguard/Recreation Manager

Underwater Welder

Maya visits with The Ocean Corporation in Houston, Texas, a training facility for deep- sea welders. Here trainees complete a thirty- week program that includes one third of the time in the classroom, one third of the time in the water and one third of time of field training. Maya learns that this unique job is one of high pay but requires someone who is not only comfortable in the water, a good scuba diver, but also mechanically inclined. Most welders at the Corporation come with some form of past mechanical or technical experience, or Naval training experience. Maya gets a tour of the center as well as her try at suiting- up and going into the twenty- five foot, training tank.

Educational level: Vocational/Technical Training, Naval Training
Secondary level recommended classes: math, science, technical and/or mechanical training.

Related careers: Welder, Professional Diver, Machinist, Naval careers, Mechanic, Industrial related careers.

MediaPro Expanded Career Clusters:
04 Manufacturing and Processing 05
Mechanical Repair and Precision Crafts 07
Building and Construction
Exterminator

Joey spends the day with an Exterminator with the Truly Nolan Pest Control Company. The technician shares the pros and cons of the job as well as how the industry is changing to meet the demands of the public. Chemical products of the past were far more toxic for the homeowner and house pets in terms of odor and less environmentally friendly than those used today. Also, methods of treating a facility for pests are conducted in a less intrusive manner than in the past. Joey gets a chance to see the ins and outs of exterminating a home with the technician and discusses job requirements, opportunities and average income information. Opportunities for owning ones own franchise of a Pest Control business can be seen in this episode.

Educational level: High school diploma, Field Training, College for those interested in the field of Entomology or if interested in being a small business owner, a degree in Business is recommended.

Secondary level recommended classes: high school graduation requirements, science, math, chemistry, biology, and business related classes.

Related careers: Biologist, Entomologist.

MediaPro Expanded Career Clusters:
01 Agriculture and Natural Resources
03 Engineering, Science and Technologies
06 Business, Management and Finance
Lifeguard / Recreation Manager

Meaghan heads over to the Wet 'n Wild Theme Park in Orlando, Florida to see what the responsibilities are of a senior lifeguard. She learns the job entails recruitment, hiring and training of lifeguards, organizing training

programs, scheduling, review of lifeguard skills, guest services, and determining salary of employees. Daily activities involve walking the park, inspecting rides, guest relations, and staffing the facility. Discussion also reviews the forty-six hour training course all potential guards must take for certification. Educational level: College for degree in Recreation Management, Lifeguard

Certification. Secondary level recommended classes: health, fitness, first aid, communications, business -related classes, and swimming.

Related careers: Recreation Management careers, i.e. ticket sales and promotion, security, maintenance, personnel, training,

Paramedic, EMT, Swimming instructor.

MediaPro Expanded Career Clusters:

06 Business, Management and Finance

11 Legal, Social and Recreation Services

REAL LIFE 101 - CAREER EXPLORATION PROGRAM

AN OVERVIEW OF THE FACILITATOR'S GUIDE AND TURNKEY CAREER

UNIT: The purpose of the Career Unit is to provide teachers and other professional educators with a comprehensive plan to help students develop a written education/career plan. Based on national standards, students in grades 7 through 10 are typically beginning to evolve from career awareness to career exploration activities in their schools. While the videos can be used as part of an awareness or exploration unit, the exclusive MediaPro Career Unit provides a great resource, both for teachers who are searching for a plan of implementation via a complete turnkey career unit and for schools that have a career unit of their own already in place yet need additional information gathering activities for students. The complete Real Life 101 Program also includes identified career development Internet sites, activities designed to help students master the all important skills needed for obtaining a job, job performance skills and personal finance skills. It further offers a fully developed career unit including sample worksheets and text to reproduce for use in lesson planning. The assignments and activities contained within the Unit will allow students to get to know themselves, gather information about the world of work, initiate a progressive plan for decision making, take some preliminary action based upon those decisions, and adjust their thinking in terms of their potential career choice.

The Career Unit includes:

- Career development Internet sites for interest, ability and work ethic surveys or inventories complete with overview of the individual sites and site worksheets
- Holland Code information
- Job ad activities
- Completion of job applications with sample application
- Resume writing, sample resume included
- Cover letter and follow-up letter writing sample letters included
- Interviewing skills including sample questions and activities
- Job shadow experience complete with student question worksheet and student reflection sheet
- Career research paper writing
- Vocational interest questionnaire
- Additional Internet resource list
- Filing out a W-4 form
- Interpreting a paycheck stub
- Knowing your rights on the job
- Characteristics of a successful or "quality" worker
- Personal finance information including: bank accounts both savings and checking, reconciling a check register, establishing credit, W-2 forms, filing a tax

return, and budgeting your income complete with sample forms, activities and step by step instructions.

Note to the teacher:

Here is a complete career unit lesson plan for use with your students.

Activities and assignments range from varied career assessment surveys to resume writing, job interviewing and job shadowing a chosen career.

Students should keep all completed assignments in a portfolio for future use.

Discover Careers That Fit You

A career is an enjoyable job that challenges you. To find careers that fit you, you need to know what you like to do, what you're good at and what you want to achieve. Once you know your interests, abilities and goals, you can match them with career possibilities.

Identify Your Interests

Dr. John Holland created a system of placing people's interests into groups. He believed every person's interests fit into at least one group and most fit into two or three groups. Your personal combination of Holland groups is your Holland Code.

To begin discovering careers that match your interests, find your Holland Code by completing the Career Interest Checklist ft *MediaPro Real Life 101* - *ACTIVITY 1* ft. More in-depth interest inventories are available on the ICPAC Web site at <http://www.learnmoreindiana.org> .

Find Careers That Match

Using your Holland Code, you can explore a variety of work options. Look further down for lists of careers that match your Holland Code groups. Circle careers that interest you, and write down any career ideas you have that are not listed.

To learn more about these jobs, request free career profiles from ICPAC at <http://www.learnmoreindiana.org> . Profiles include information on salary, work environment, skills needed and other aspects of careers.

Know Your Abilities

As you explore careers, consider your abilities as well as your interests. You want to choose a career you will enjoy and excel in.

You have already learned many skills, and you will learn more for your career:

- ° **self-management skills, or personal qualities, such as getting along with others and managing your time.**
- ° **transferable skills that can be used in many different careers; for example, the ability to write well and speak clearly are required by most careers.**
- ° **specialized skills which are learned for specific careers; nurses, for example, learn how to give medications.**

Assess the Skills You Have Think about your hobbies, jobs and school activities. Identify the abilities you gained from these experiences by listing your activities

on a sheet of paper. Next to each activity, write all of the skills you learned and used. The list below may help you.

Determine the Skills you Need

On another sheet of paper, list the skills you will need for each of the careers that interest you. Use career profiles to help you find this information. Consider self-management and transferable and specialized skills. Next to the skills required for each career:

- **check the skills you already have.**
- **circle the skills you need to improve or learn.**
- **make a plan for developing the skills you will need.**

ft MediaPro Real Life 101 - ACTIVITY 1 ft

Career Interest Checklist

Instructions- place checkmarks on any of the activities that might be enjoyable or interesting to you. In general, marking more activities provides more useful results.

Group 1

1. o_____ Filing letters and reports
2. o_____ Talking to people at a party
3. o_____ Going to concerts or listening to music
4. o_____ Wildlife biology
5. o_____ Creating a project for a science fair
6. o_____ Studying people in other lands

Group 2

1. o_____ Keeping detailed records
2. o_____ Working on a sales campaign
3. o_____ Designing clothes
4. o_____ Decorating rooms
5. o_____ Doing puzzles or playing word games
6. o_____ Going to church

Group 3

1. o_____ Working with a budget and preparing financial reports
2. o_____ Selling insurance
3. o_____ Playing music
4. o_____ Putting together model kits or craft projects
5. o_____ Working in a lab
6. o_____ Helping people solve personal problems

Group 4

1. o_____ Working nine to five
2. o_____ Being elected class president
3. o_____ Learning foreign languages
4. o_____ Cooking
5. o_____ Physics
6. o_____ Attending sports events

Group 5

1. o_____ Word processing

- 2.o Talking to salespeople
- 3. o Acting in or helping to put on a play
- 4.o Working with animals
- 5. o Advanced math
- 6. o Helping the elderly

Group 6

- 1.o ___ Using a cash register Talking
- 2.o ___ to groups of people Drawing
- 3. o ___ or painting Fixing cars
- 4.o ___ Astronomy Belonging to a
- 5. o ___ club
- 6. o

Group 7

- 1.o ___ Typing reports or entering data
- 1.o ___ Leading group activities Reading art
- 2.o ___ and music magazines Carpentry and
- 3. o ___ other building projects Using a
- 4.o ___ chemistry set Making new friends
- 5. o ___
- 6. o

Group 8

- 1.o ___ Using office equipment
- 2.o ___ Buying clothes for a store
- 3. o ___ Writing stories or poetry
- 4.o ___ Fixing electrical appliances or repairing household items
- 5. o ___ Flying airplanes or learning about aircraft
- 6. o Teaching children

Now... Add up your interests to find your Holland Code

Count all the number 1's you've checked; put that total on the line in the circle marked "1s= C". Repeat this for numbers 2 through 6. Notice, each number corresponds with a letter. Write the letters of your three highest numbers in the space below.

2's = 3's = 4's = 5's = 6's =
S

THIS IS YOUR HOLLAND CODE

(The letters representing your three highest numbers)

Learn about your Holland groups and careers that match

Match the letters in your Holland Code to the first letters in the Holland groups listed above. For example, SAR matches the Social, Artistic and Realistic groups. Now, you can use your code to find careers that match your interests. You may wish to visit the CAREERS section of ICPAC's Website at <http://www.learnmoreindiana.org>

The Letter of Application or Cover Letter

A letter of application or cover letter introduces you to the employer. Your goal is to secure an interview for the advertised job opening. This is your first opportunity to create the important first impression with this potential employer. You want to have a positive tone to your letter, highlighting your qualifications and any other special talents you might have.

Although the content and form of cover letters may vary, they generally have the following parts:

Address of who letter is being sent

Formal greeting or salutation

Introduction

Body, including your strengths, skills and experience

Conclusion

Closing

The Resume

The resume is a marketing tool that acts as a "door opener" and allows an employer to assess your qualifications quickly in the prescreening

process before interviews. Most resumes are initially read for 15 to 20 seconds but can create a vivid "picture" or image of an applicant to a prospective employer. The résumé's purpose is to help the readers form a valid "picture" of a prospective employee and some insight as to an applicants interests, activities, and skills. In order to accomplish this, most prospective employers will look for key words and phrases.

How does this affect you? The prospective employer needs to determine the benefits you are offering them, based upon your past accomplishments and skills.

Although the content and form of resumes may vary, they generally include the following parts:

Personal data

Job objective

Work experience

Educational history

Other experience worth noting or organization memberships

Achievements and awards

References (optional)

THE FOLLOW-UP LETTER

Within a day of a job interview it is customary to send a follow-up, thank you letter to the interviewer. The letter should contain the following elements:

A message of thanks to the interviewer

A statement confirming your interest in the position

Mention of your potential value to the company

Comment on your availability to answer any follow-up questions that may have presented themselves

Your phone number and available times to be reached

If you were given any paperwork such as an employment test or application form, be sure to complete it promptly and return it with the follow-up letter.

Address the letter to the person who interviewed you. Make sure the spelling of their name is correct, calling the company if necessary to confirm the information. Type the letter out on standard size plain paper and check it for all mistakes.

Application Letter Contents

1. Address letter to person or dept. at the business site.
2. Use a formal greeting.
3. First paragraph
4. Second paragraph-
 - a. explain what qualifications you have for the job
 - b. mention your education, work experience and special skills that might help your chances at getting the job.
5. Third paragraph-
 - a. request an interview with the person in charge of hiring
 - b. mention where you can be reached, phone number and time of day that is best to call.
6. Closing-

use a formal closing like; Sincerely or Yours Truly

The main body of your letter is the information in paragraphs 1,2, and 3.

KNOWING YOUR RIGHTS ON THE JOB

When you work, you have certain rights. In order to protect those rights, you should know the following:

Know what rights both you and your employer have
How to deal with sexual harassment
How to deal with discrimination
What to do about safety issues in the workplace
What your right of privacy at work includes

Where to go and what to do if you feel your rights have been violated or denied

What to expect from your employer:

- To be paid on time as determined when hired
- To have your duties on the job explained and how they are to be carried out
- To notify you of any change in your duties and why
- To review your job performance with you on a scheduled basis
- To provide you with training opportunities
- To inform you of advancement opportunities
- To provide a working environment that follows safety procedures, is free of discrimination on the job including national origin, race, age, handicaps, sexual orientation, or gender, freedom from sexual harassment, and observes your right of privacy.

**** A note about Right of Privacy:**

Many controversial issues surround the idea of an employee's right of privacy on the job. This topic can include an employer allowing you to lock your desk or cabinets or locker and not having keys to them to search these areas, to testing employees for AIDS or drugs. These topics are sensitive issues for many employees and their employers and should be inquired upon for clarification.

What an employer can expect from you:

- To work the amount of time you are assigned to work.
- To arrive on time to the workplace.
- To do the work you are paid to do.
- To take the allowed time for scheduled breaks.
- To dress appropriately for your job description
- To contact your employer in the event you are sick or not able to work on a given scheduled day.

THE SUCCESSFUL WORKER

Tips for Succeeding on the Job: Be on time to the workplace.

Be reliable, perform whatever tasks are assigned and finish them on time. Be accurate in your work. Mistakes can be made by anyone however,

how they are handled is important. Always come forward and correct the mistake as best possible. Follow the company rules and directions given by your employer.

Discuss changes you feel might be possible in an appropriate manner.

Be flexible whenever possible. Be a team player with other employees. Dress with care. Look your best.

What employees are evaluated on:

Skills

Quality of work

Initiative

Time management

Ability to work with others, are you a team player?

Reliability

Common reasons why people do not succeed on the job:

Lying Stealing Laziness

Being careless with work and making too many mistakes

Not following company rules and regulations Incomplete work that is of poor quality Taking too many days off from

the workplace Arriving late to work and/or leaving early

from work Resistant to learning new tasks or aspects of the

job Unwilling to take on more responsibility Failure to show

improvement following an evaluation on job performance

Working with coworkers on the job: Treat

others with consideration and respect. Remain

pleasant even in difficult situations. Help others

when needed.

Don't engage in talking about others behind their back.
Don't be critical of others and talk down to them.
If a problem arises with a fellow worker attempt to solve the issue or seek help from your supervisor.

ORGANIZATIONS TO CONTACT FOR ASSISTANCE

Equal Employment Opportunity Commission (EEOC) - a federal organization

www.eeoc.gov

HEADQUARTERS

U.S. Equal Employment Opportunity Commission

1801 L Street, N.W. Washington, D.C. 20507

Phone: (202) 663-4900 TTY: (202) 663-4494

Civil Rights Commission - a federal organization

<http://www.usccr.gov/>

Filling out a W-4 form

When you are hired, you are asked to fill out a W-4 form. This form tells your employer how much money should be withheld from your pay for Federal taxes.

As with filling out any forms, it is important to fill the form out completely, correctly, clearly, and honestly. Use a pen, preferably with black ink. If you make a mistake, ask for another form to fill in, do not scratch out or white out any information.

When completing a W-4 you are asked for the following information:

Marital status - are you married or single

Dependent - a person, such as a child, or a spouse who is not working, for example, who relies on you for food, shelter, and clothing.

Exemption - because of the reasons listed on the W-4 form you do not have to file a Federal income tax form.

Signature — sign your name in cursive writing

Perjury - giving information that is not true, while under oath

***If you are not sure how to complete a W-4 form, ask for help.

Interpreting Paycheck stubs: wages, wage deductions and benefits

Your paycheck stub lists all of the deductions that are taken from your pay.

By law, there are some items and amounts that must be deducted. These include federal and state income taxes and social security tax, otherwise known as FICA. Some states do not collect state income tax. You can learn if your state is one of these from your employer or state income tax office.

When you work for someone else, your employer withholds Social Security (FICA) and Medicare from your paycheck, matches that amount and sends those taxes to the Internal Revenue Service (IRS) and reports your earnings to Social Security. As you work and pay taxes, you earn "credits" that count toward eligibility for future Social Security benefits. You can earn a maximum of four credits each year. Most people need 40 credits (10 years of work) to qualify for benefits. Your Social Security benefit is a percentage of your earnings averaged over most of your working lifetime. Social Security was never intended to be your only source of income when you retire or become disabled, or

your family's only income if you die. It is intended to supplement other income that you have through pension plans, savings, or investments. There are five major categories of benefits paid through Social Security taxes: retirement, disability, family benefits, survivors and Medicare. Your benefits are payable at full retirement age which is 67 for persons born in 1960 or later. People who delay retirement beyond full retirement age get a special credit for each month they don't receive benefits until age 70. Disability benefits are payable at any age to people who have enough Social Security credits and who have a severe physical or mental impairment that is expected to prevent them from working. If you are eligible for retirement or disability other members of your family might receive benefits, too. This is conditional and must be determined by Social Security services. When you die, certain members of your family may be eligible for benefits if you earned enough Social Security credits while you worked. There are two parts to Medicare: hospital insurance and medical insurance. Each part has specific coverage benefits depending upon your age and condition.

With any new political administration, changes to the Social Security system can occur, as this is a very popular topic in political campaigns. To learn more about ongoing legislation pending in Congress that can affect Social Security, connect to <http://thomas.loc.gov/> on the Internet. This is an Internet source for legislative information.

To obtain specific information on Social Security benefits, etc. it is advisable to access www.ssa.gov on the Internet or by calling the toll-free number, 1-800-772-1213.

There may also be other deductions for items considered benefits, such as insurance, retirement, and savings plans. With these deductions, you may be making a contribution towards these benefits with each paycheck along with your employer. Some companies will match your contributions or make larger ones depending upon their benefits packages.

To be able to understand your paycheck stub, you should know these words and abbreviations:

Gross pay - the amount you have earned before deductions are taken out.

Y.T.D. - year to date, usually beginning with January 1 of each year

Y.T.D. Gross - the gross pay you have earned since January 1 to the present date.

Federal Withholding Tax or F.I.T. - Federal income tax that has been deducted from your gross pay.

State Withholding Tax or S.I.T. - State income tax that has been deducted from your gross pay.

F.I.C.A. - Social Security Tax

Net Pay - your actual take-home pay, the amount of money left after all deductions have been taken out of your gross pay.